



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Alaska State Office
222 West Seventh Avenue, #13
Anchorage, Alaska 99513-7504
<http://www.blm.gov/ak>



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December 22, 2009

Instruction Memorandum No. AK 2009-010
Expires: 09/30/2009

To: DMs, FMs, DSDs, Southern Alaska

From: Thomas P. Lonnie
State Director

Subject: FY 2008 Personal Property Inventory and Appointment
of Inventory Teams

DD: 12/12/2008
01/22/2009
02/06/2009

What is the Personal Property Inventory?

The Personal Property Inventory is when Custodial Property Officers (Field Office Managers (FMs) and Deputy State Directors (DSDs)) in Southern Alaska are required to perform an annual physical inventory of all accountable property located in their respective area per [OC-IM-2009-005 \(OC-IM-2009-005Att1\)](#) dated November 17, 2008, and Bureau Manual 1520.

Property inventory for all Bureau of Land Management Southern Alaska Offices begins on Monday February 2, 2009. All inventories must be completed and received in the Property Management Office (AK953C) by close of business (COB) on Friday, February 6, 2009.

Inventory Teams

All Field Office Managers and Deputy State Directors, as the Custodial Property Officers of their offices or divisions, are to perform as Inventory Team Leaders. Inventory Team Leaders are to appoint, in writing, inventory teams to participate in the Fiscal Year 2009 Property Inventory. The names of the team members shall be sent by letter or email to Vince Galterio, DSD for Support Services (AK950), by COB, Friday, December 12, 2008.

All inventory teams should consist of several two-member hunter/recorder teams and any additional members needed to compile and organize the inventory data. There is an inventory team workshop scheduled for Thursday, January 22, 2009, 10:00 a.m. through 11:30 a.m., in the Denali Room. This workshop will prepare you with the proper procedures and goals for doing the inventory. There will be reference materials and current property listings provided at the workshop to aid in accomplishing the inventory.

Responsibility After Completion of the Physical Inventory

When the physical inventories are completed, all FMs and DSDs must certify that the Physical Inventory is complete, accurate, and all accountable property has been accounted for.

Where Do I Get More Information?

Team leaders and team members responsible for compiling inventory results are required to attend this workshop. If you have any questions, please visit the inventory webpage at <http://web.ak.blm.gov/whse> or contact Alan Lorimer at 907-267-1350.

Signed by:
Julia Dougan
Associate State Director

Authenticate by:
Anita R. Jette
Records Specialist

2 Attachments

- 1 - [OC-IM-2009-005](#) (3 pp)
- 2 - [OC-IM-2009-005Att1](#) (4 pp)